

## Compensation and Benefits

The City of San José provides an excellent compensation and benefits package. The salary for this position will be based on the qualifications and experience of the selected candidate. The salary range is \$104,598 - \$163,046 and reflects the citywide implementation of a 10% salary reduction for FY 2011-12. The attractive benefits package includes the following:

- ◆ Retirement Plan –The City has its own retirement plan. Currently, there is a 2.5%@55 formula and reciprocity with CalPERS. The City contributes 35.50% and the employee contributes 11.19% of annual base salary to the plan.
- ◆ Health Plan –The City contributes 85% towards the premium for the lowest cost plan. There are several plan options including Blue Shield and Kaiser.
- ◆ Dental Plan –The City contributes 100% of the premium of the lowest cost plan for dental coverage.
- ◆ Personal Time Off –Vacation is accrued at the rate of three weeks per year. Executive Leave of 40 hours is granted annually. Sick leave accrual is equivalent to 8 hours per month.
- ◆ Holidays –The City observes 14 paid holidays annually.
- ◆ Deferred Compensation –The City offers an optional 457 plan.
- ◆ Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- ◆ Insurance –The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- ◆ Employee Assistance Program – The City provides a comprehensive range of services through the EAP.



## The Process

To be considered for this exciting career opportunity, please forward (email preferred) a letter of interest and your resume that clearly demonstrates your qualifications, background, and education as they relate to this position's requirements, along with current salary information and five work-related references (who will not be contacted until mutual interest is established) to:

Paul Kimura  
Avery Associates  
3½ N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
Fax: 408-399-4423  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)



The final filing date for this position is July 22, 2011. The search firm will conduct initial interviews with selected candidates between July 25 and August 12. It is anticipated that recommended candidates will interview with the City of San Jose during the week of August 29. A final appointment to the position is anticipated in mid-to-late September.

If you have any questions regarding this position, please feel free to contact Mr. Kimura at 408-399-4424.

# The City of San José

*invites your interest for the  
position of*



## Assistant Director of Human Resources



## The City of San José

San José, the dynamic “Capital of Silicon Valley,” is home to almost one million residents making it the third largest city in California and 10th largest in the U.S. San José is recognized as one of the safest and best-managed large municipalities in the nation. The City’s proximity to outstanding educational institutions has been a primary factor in fostering an environment for technology to flourish. San José ranks first in the country in the percentage of adults with college degrees (42%). San José and the Silicon Valley are often thought of as synonymous with the technology industry, yet the City’s business profile is quite diverse with the presence of professional service, retail, commercial and industrial businesses.



Cultural and ethnic diversity is a hallmark of San José. Residents speak more than 46 different languages. Those who live and work in San José enjoy world class attractions, cultural and performing arts, sports and recreation activities, wineries, and year round festivals and celebrations. San José encompasses 177 square miles at the southern tip of the San Francisco Bay. With a central location between San Francisco to the north and Monterey/Carmel to the south, San José is a gateway to adventures throughout California. The quality of life is exceptional as the average annual temperature is 70 degrees with 300 days of sunshine a year. Please visit the City’s website at: [www.sanjoseca.gov](http://www.sanjoseca.gov).

## City Government and the Department

The City of San José became California’s first incorporated city and the site of the first State Capital on March 27, 1850. San José is a Charter City and operates under the Council-Manager form of government. City Council is comprised of the Mayor, who is elected at-large, and ten council members, elected by district. Both the Mayor and Council Members are elected to four-year overlapping terms and are limited to two four-year terms. The City Council appoints six Charter Officers: the City Manager, City Attorney, Redevelopment Agency Director, City Auditor, City Clerk, and Independent Police Auditor. The City Manager has appointing authority, subject to confirmation by Council, for 15 department heads across a full-service city operation.

The Human Resources (HR) department has the mission to provide quality integrated professional personnel services of high value to city departments, employees, and potential employees in a manner that promotes a strong customer orientation. The department provides a full range of human resource services with the exception of labor/employee relations, which is handled by the Office of Employee Relations in the City Manager’s Office. A recent restructuring has placed the HR department under a newly-appointed Deputy City Manager, who also oversees the Office of Employee Relations. HR has a FY 2011-2012 budget of approximately \$8.2 million and employs a team of 52 professionals and support personnel. The department is organized into three divisions including: Employment, Benefits, Health and Safety Services and an Administration unit.



## The Position of Assistant Director

The Assistant Director of Human Resources is a newly- created position responsible for overall day-to-day operations of the HR department and reports directly to the Deputy City Manager. While continuing the ongoing effort to provide strategic approaches to personnel services, the new Assistant Director will also focus on providing immediate and comprehensive solutions to several priority initiatives. These include Worker’s Compensation reform, greater cost management of the city’s benefits program and stronger administration of the city’s performance appraisal program.

The overall reform and improvement of the city’s Workers’ Compensation Program is a critical initiative. The ultimate goal is to establish a comprehensive and prevention focused approach that will result in a less costly program. In the area of employee benefits, health care and other programs, costs continue to spiral upward. The HR department must take proactive and creative approaches in finding ways to provide excellent program services in the most cost efficient fashion. Performance appraisal programs and performance feedback continue to be vital in maintaining an efficient, effective and productive work environment. HR is expected to lead a renewed effort in the application of consistent performance standards and measures through the performance appraisal system. In the longer term, issues of workforce planning, including an identification of approaches to successfully recruit, select and place individuals who meet the business needs of departments will be a focus of the HR Department.

The new assistant director must bring a far-reaching HR perspective to the organization and will establish a strong partnership with the Office of Employee Relations. The management restructuring will also provide greater synergy between the two departments. It’s also expected that HR will continue to support city departments and other stakeholders within and outside of the city organization towards the successful accomplishment of organizational goals and objectives.

## The Ideal Candidate

The new Assistant Director for Human Resources will be a strategic, proactive and creative, human resources expert who has exceptional operational strengths and offers organizational leadership to the department. Strong management and administration skills and the proven ability to develop and implement resourceful and effective HR related programs would be essential to this role.

Organizational “fit” and adaptability to the work environment will be critical aspects for success in this role. The successful candidate must utilize high levels of collaboration, patience and persistence in providing service to and working with the various customers of the department. The ability to learn and adapt to the city’s culture will be fundamental in the ability to develop and successfully implement HR initiatives and programs. Strong communication and interpersonal skills are needed and the ability to write effectively and to verbally present in a concise and articulate manner are required for this position. The new Assistant Director will be expected to reflect a positive core value system and operate with high levels of integrity, professionalism, respect, collaboration and ethical behavior.

The ideal candidate will have a background that reflects high levels of creative and successful HR program delivery. It’s expected the successful candidate will be a self driven, performance oriented and experienced HR executive with a minimum of six years of generalist human resources experience and three or more years managing a complex HR environment with multi-disciplinary staff. A bachelor’s degree in a relevant major is required. Previous experience working with a represented work force would be highly advantageous in this role but public sector or local government experience is not a requirement for this position.

